

HYATT HOTELS AND HYATT CORPORATION
PERFORMANCE REVIEW AND GOAL SETTING PROGRAM
Management Personnel

Employee Name: Wendy Jensen Aylward **Original Hire Date:** 11/28/88
Position: Director, National Accts **Department:** NENSO **In Present Position Since:** 2/22/95
Reviewed By: Linda Wilcox **Position:** Dir. Sales & Mktg **Review Date:** 3/22/00

Employee Goal Setting

EMPLOYEE SELF ASSESSMENT

- No more than two pages written and submitted to the manager as scheduled prior to the review session.
- Brief description of no more than 10 key accomplishments including special projects or assignments completed during the review period.
- Accomplishments prioritized and numbered, giving top ranking to assignments that had the most direct impact on company and division business objectives.
- Should include comments, reasons, explanations for goals not accomplished from prior year.

Management Skills

- Review the 16 management skills listed below. Identify and comment on your strongest skills and those in need of most development.

Proposed Goals

- A half page document that describes the employee's top three business goals, in priority order. Should include each goal's impact on the company and division's success and how this will be measured.
- Each employee should submit an additional goal relating to personal growth and/or professional development.
- Each employee should also include a goal which supports Hyatt's Focus 2000 objectives through (a) a personal commitment to volunteerism or community outreach, (b) recruitment and development of a direct report, or (c) development of a non-traditional business opportunity.

MANAGER REVIEW

With the submission of the Self-Assessment and Proposed Goals, the manager and the employee should have a brief discussion. This conversation is to ensure that the manager has all the information necessary to make a full performance assessment. The manager should not provide an assessment or rating to the employee at this point or reach final agreement on the proposed goals.

PERFORMANCE REVIEW DISCUSSION

- After final approval of OVERALL performance rating and merit increase, the manager meets with the employee.
- Employee and manager work together to finalize goals for the next performance review period.
- Employee and manager also set schedule for performance and goals update sessions. At a minimum, a goals update session should be scheduled at the mid-year mark or if significant adjustments to the original goals become necessary (e.g. job change, business conditions, etc.)
- If the employee's overall performance rating is "Improvement Needed" or "Marginal", a work improvement plan must be agreed upon in this discussion.

PLAINTIFF'S EXHIBIT

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